

AGENDA
TRANSPORTATION BENEFIT DISTRICT
Board Meeting
February 10, 2011 - 7:00 p.m.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Motion to approve Minutes of November 18, 2010 meeting.

COMMENTS FROM THE PUBLIC

OLD BUSINESS

None

NEW BUSINESS

1. 2010 Financial Report
2. 2011 TBD Budget Adoption

NEXT MEETING DATE – To be determined

ADJOURNMENT

As allowed by law, the Board may add and take action on items not listed on the agenda.

SPECIAL MEETING
TRANSPORTATION BENEFIT DISTRICT
MINUTES
November 18, 2010

The special meeting of the Des Moines Transportation Benefit District (TBD) was called to order at 7:00 p.m. by Chairman Thomasson in the Council Chambers, 21630 11th Avenue South.

ROLL CALL - Present: Chair Scott Thomasson and Board Members Dave Kaplan, Matt Pina, Carmen Scott, Bob Sheckler, and Dan Sherman. Melissa Musser was absent.

Boardmember Kaplan moved to excuse Boardmember Musser; Chair Thomasson, second. The motion was approved unanimously.

Also in attendance were Executive Director Tony Piasecki, Assistant Director Lorri Ericson; City Attorney Pat Bosmans; Finance Director Paula Henderson; Planning Building Public Works Director Grant Fredricks; Transportation Engineer Dan Brewer; Associate Transportation Engineer Brandon Carver; Land Use Planner Jason Sullivan; City Clerk Sandy Paul.

APPROVAL OF MINUTES

MOTION was made by Boardmember Sherman, seconded by Boardmember Kaplan, and passed 6-0, to approve the minutes of February 11, 2010.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

There was no Old Business to discuss.

NEW BUSINESS

1. Status of Collections and Renewals

Associate Transportation Engineer Carver provided a status report on the collection of Transportation Benefit District funds began in September 2009. A dozen complaints were received about the lack of opportunity to vote on the TBD. The number of vehicles paying the \$20 will always fluctuate depending upon, among other factors, the buying and selling of vehicles by the City's citizens.

The actual collections for 2010 are on pace for a total of about \$380,000, depending on how the November and December collections come in.

2. 2011 TBD Budget Adoption

2010 TBD Budget Adoption

Transportation Engineer Dan Brewer provided a presentation of the prioritized TBD expenditures from the City of Des Moines Street Fund for 2011. The City Council asked that item #7 take priority over item #6.

MOTION was made by Boardmember Sheckler and seconded by Boardmember Sherman to provide funding for the City of Des Moines Street Fund in 2011, in an amount up to \$380,000, subject to the availability of funds, with the understanding that City Staff will provide the District

a prioritized list of expenditures for final approval in early 2011, once the City's Budget has been adopted.

The motion passed, 6-0.

NEXT MEETING DATE – To be determined.

ADJOURNMENT

MOTION was made by Boardmember Sheckler, seconded by Boardmember Pina to adjourn. Motion passed 6-0. Chair Thomasson adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Sandy Paul-Lyle CMC
City Clerk

A G E N D A I T E M

BUSINESS OF THE DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD

NEW BUSINESS ITEM No. 1

Purpose:

The purpose of this Agenda Item is to provide the Des Moines Transportation Benefit District (TBD) 2010 Financial Report, Attachment 1. The District received vehicle license fees totaling \$375,071. In 2010, transfers were made to the City's Street Fund of \$366,486, and to the City's General Fund of \$3,750 representing a 1% administrative fee. Transportation Benefit District revenues provided 85.9% of the funding for the 2010 TBD eligible Street Fund expenditures.

Background:

Per RCW 36.73.160, Transportation Benefit Districts are required to issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

The Des Moines Transportation Benefit District has chosen this source of revenue to initially go towards the maintenance activities on existing City arterials. These activities include but are not limited to; roadway striping, traffic signal maintenance, pothole repair, bridge repairs, snow and ice control, and vegetation removals for safety.

Recommendation:

none

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DES MOINES TRANSPORTATION BENEFIT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET (GAAP BASIS) AND ACTUAL
For the Year Ended December 31, 2010

DESCRIPTION	BUDGET	ACTUAL AMOUNTS	Variance with Final Budget - Positive (Negative)
REVENUES			
Vehicle license fees	\$ 460,000	\$ 375,071	\$ (84,929)
Vehicle license fee refunds	-	(40)	(40)
Investment income	-	6	6
TOTAL REVENUES	<u>460,000</u>	<u>375,037</u>	<u>(84,963)</u>
EXPENDITURES			
Supplies	-	-	-
Insurance	-	5,000	(5,000)
TOTAL EXPENDITURES	<u>-</u>	<u>5,000</u>	<u>(5,000)</u>
Excess (deficiency) of revenues over (under) expenditures	460,000	370,037	(89,963)
OTHER FINANCING SOURCES (USES)			
Transfers out to the General Fund	-	(3,750)	(3,750)
Transfers out to the Street Fund	(460,000)	(366,486)	93,514
TOTAL OTHER FINANCING SOURCES (USES)	<u>(460,000)</u>	<u>(370,236)</u>	<u>89,764</u>
Net change in fund balances	-	(199)	(199)
Fund balances beginning of year	6,799	6,799	-
FUND BALANCES END OF YEAR	<u>\$ 6,799</u>	<u>\$ 6,600</u>	<u>\$ (199)</u>

DES MOINES TRANSPORTATION BENEFIT DISTRICT
BALANCE SHEET
December 31, 2010

DESCRIPTION	ACTUAL AMOUNTS
Cash and cash equivalents	\$ 6,600
TOTAL ASSETS	<u>\$ 6,600</u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ -
Total liabilities	<u>-</u>
Fund balances:	
Unreserved, designated for continuing appropriations	6,600
Total fund balances	<u>6,600</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 6,600</u>

DES MOINES TRANSPORTATION BENEFIT DISTRICT
MAINTENANCE COSTS FUNDED BY TRANSPORTATION BENEFIT DISTRICT REVENUES
For the Year Ended December 31, 2010

DESCRIPTION	BUDGET	ELIGIBLE STREET FUND EXPENDITURES	TBD FUNDED
ROADWAY:			
Operating Supplies (26%)	\$ 4,160	\$ 2,889	\$ 2,889
Repair & Maintenance (100%)	25,000	-	-
Bridge Repair & Maintenance (100%)	10,000	10,167	10,167
TRAFFIC CONTROL DEVICES:			
Operating Supplies (100%)	20,000	27,512	27,512
Sign Change Out Program (100%)	12,000	431	431
Electricity (100%)	14,000	12,663	12,663
Repair & Maintenance (100%)	16,000	30,878	30,878
WSDOT Contract (100%)	85,000	54,587	54,587
SNOW AND ICE CONTROL:			
Operating Supplies (100%)	2,600	7,248	7,248
ROADSIDE:			
Supplies (26%)	928	101	101
Repair & Maintenance (100%)	10,000	8,821	8,821
Median Maintenance (100%)	10,000	11,347	11,347
MAINTENANCE ADMINISTRATION:			
Salaries & Wages (45%)	24,868	23,483	23,483
Personnel Benefits (45%)	8,417	8,355	8,355
Supplies (45%)	13,967	9,773	9,773
Other Services & Charges (45%)	13,680	11,602	11,602
Interfund Charges (45%)	40,000	56,228	3,933
ROAD & STREET GENERAL ADMINISTRATION:			
Salaries & Wages (45%)	101,702	101,619	101,619
Personnel Benefits (45%)	39,291	38,329	38,329
Other Services & Charges (45%)	7,116	2,748	2,748
Interfund Charges (45%)	1,271	7,956	-
TOTAL MAINTENANCE COSTS	\$ 460,000	\$ 426,737	\$ 366,486

Reconciliation (expenditures not included above):

Roadway supplies	8,224
Traffic & pedestrian services	271,158
Roadside	289
Litter cleanup	447
Maintenance Administration	133,761
Road & Street General Administration	184,130
Transfer out	170,000
Total Street Fund (as of report dated 1/13/11)	<u>\$ 1,194,746</u>

A G E N D A I T E M

BUSINESS OF THE DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD

NEW BUSINESS ITEM No. 2



Purpose:

The purpose of this item is to seek approval of the prioritization of authorized TBD expenditures from the City of Des Moines Street Fund for 2011.

Suggested Motion

Motion: "I move to approve the list of prioritized TBD expenditures for the City of Des Moines Street Fund, based on the adopted 2011 budget, and authorize the payment of invoices from the City for expenditures in these areas in 2011, in an amount up to \$380,000 subject to the availability of funds.

Background:

The Des Moines Transportation Benefit District has been constituted in accordance with state law to provide a source of funding for the maintenance and preservation of streets and related infrastructure within the City limits of the City of Des Moines. The TBD is required to adopt a list of transportation related expenses for the purpose of preserving and maintaining the City's transportation infrastructure in order to protect the City's long-term investments in that infrastructure, to reduce the risk of transportation facility failures and improve safety, to continue optimal performance of the infrastructure over time, and to avoid more expensive infrastructure replacements in the future.

TBD expenditures for preservation and maintenance must be used in a way to address congestion. Congestion within the boundary of the TBD generally occurs on arterial streets. Approximately 26% of the City's streets are considered to be arterial streets. Therefore, with a few exceptions, 26% of the expenditures from the City's Street Fund are eligible for TBD funding.

The list of the City's 2011 Street Maintenance expenditures that would be eligible for TBD reimbursement is provided as Attachment 1. The total amount of potential expenditures that would be eligible for TBD reimbursement, based upon the 2011 Street Fund is up to a maximum of \$450,306. Given that the 2011 TBD revenue is estimated at \$380,000, there will not be sufficient TBD revenues to fund all of the City eligible maintenance activities.

Recommendation:

Adopt 2011 TBD Budget

**DES MOINES TRANSPORTATION BENEFIT DISTRICT
MAINTENANCE COSTS FUNDED BY TRANSPORTATION BENEFIT DISTRICT REVENUES
2011 Budget**

DESCRIPTION	STREET FUND BUDGET	ELIGIBLE STREET FUND EXPENDITURES	TBD FUNDED	
ROADWAY:				
Operating Supplies (26%)	\$ 16,000	\$ 4,160	\$ 4,160	
Repair & Maintenance (100%)	25,000	25,000	25,000	
Bridge Repair & Maintenance (100%)	10,000	10,000	10,000	
TRAFFIC CONTROL DEVICES:				
Operating Supplies (100%)	20,000	20,000	20,000	
Sign Change Out Program (100%)	12,000	12,000	12,000	
Electricity (100%)	14,000	14,000	14,000	
Repair & Maintenance (100%)	16,000	16,000	16,000	
WSDOT Contract (100%)	85,000	85,000	65,000	Less \$20,000 for Traffic Signal Asset Repl Prg
SNOW AND ICE CONTROL:				
Operating Supplies (100%)	2,600	2,600	2,600	
ROADSIDE:				
Supplies (26%)	3,570	928	928	
Repair & Maintenance (100%)	10,000	10,000	10,000	
Median Maintenance (100%)	10,000	10,000	10,000	
MAINTENANCE ADMINISTRATION:				
Salaries & Wages (45%)	47,570	21,407	21,407	
Personnel Benefits (45%)	18,342	8,254	8,254	
Supplies (45%)	29,146	13,116	6,232	
Other Services & Charges (45%)	30,400	13,680	-	
Interfund Charges (45%)	53,924	24,266	(0)	
ROAD & STREET GENERAL ADMINISTRATION:				
Salaries & Wages (45%)	233,333	105,000	105,000	
Personnel Benefits (45%)	92,045	41,420	41,420	
Other Services & Charges (45%)	12,500	5,625	-	
Interfund Charges (45%)	17,447	7,851	0	
TOTAL MAINTENANCE COSTS	\$ 758,877	\$ 450,306	\$ 372,000	

Street Fund Reconciliation:	
Traffic & Pedestrian Services	\$ 279,000
Litter Cleanup	1,150
Total Street Fund	<u>\$ 1,039,027</u>

**DES MOINES TRANSPORTATION BENEFIT DISTRICT
2011 BUDGET**

DESCRIPTION	BUDGET	ACTUAL AMOUNTS	Variance with Final Budget - Positive (Negative)
REVENUES			
Vehicle license fees	\$ 380,000		
Vehicle license fee refunds	-		
Investment income	5		
TOTAL REVENUES	<u>380,005</u>	<u>-</u>	<u>-</u>
EXPENDITURES			
Supplies	-		
Insurance	5,000		
TOTAL EXPENDITURES	<u>5,000</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	375,005		
OTHER FINANCING SOURCES (USES)			
Transfers out to Street Fund	(372,000)		
Transfers out to General Fund (1% Admin Fee)	(3,800)		
TOTAL OTHER FINANCING SOURCES (USES)	<u>(375,800)</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(795)		
Fund balances beginning of year	6,600		
ENDING FUND BALANCE	<u>\$ 5,805</u>		